

Bus Orders Quick Guide

Before you start...

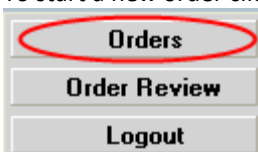
- ❖ Identify the Item #'s listed on the PA-1, PA-2 or PA-3 forms that you will be ordering. Identify the appropriate options in the 2011 Bus Procurement Guide. The forms and guide can be found here→ <http://www.education.ky.gov/KDE/Administrative+Resources/Transportation/Bus+Procurement.htm>
- ❖ If you will not be utilizing Kista, you must have a MUNIS purchase order number prior to creating an order.

Login

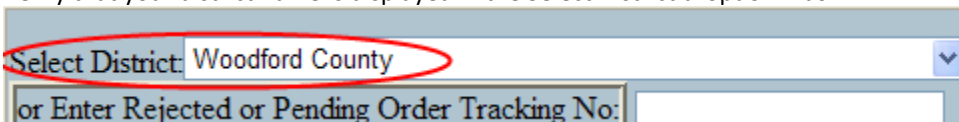
1. After you are logged into your workstation/computer with your account, open Internet Explorer and browse to <http://odss.education.ky.gov/busorder/>.
2. Login with your User Name and Password. Your User Name and Password are the same as what you use to login to your email. If you are unable to login please contact the KDE Bus Ordering Contact.


Create Order

3. To start a new order click on Orders.



4. Verify that your district name is displayed in the Select District dropdown box.



5. There are multiple pages of available buses to order. You will see page numbers at the bottom right. Locate the item # you want to order. (Note: The buses are in ascending order by Item #.)
6. Beside the item you are ordering click  to start the order. (Note: Each order # will be exclusive to a specific vendor.) The Order page displays the Order Number in YY-### format. Please make note of this order number for future reference.

- The Bus Order page will display:

KETS:ccooper
Close

Item No: 01

No. of Buses to Order:

District:
601-Woodford County

☐ Kista

Munis Purchase Order

☐ Air Conditioning
☐ PlyWood Floors
☐ Cameras
☐ Radio

Storage Boxes
☐ LC Boxes
☐ RC Boxes
☐ LR Boxes

Order Number 10-023

Lettering
Woodford County Schools

Body Side Number
From To
Individual
 +

Other Options

Comments:

Save to Cart

- Enter the number of buses to order.
- If the order is to be paid for with Kista funds select the Kista checkbox. If Kista funds are not being utilized then a Munis Purchase Order is required to be entered.
- Select the Options/Storage Boxes as needed.
- Review the bus side lettering and make any necessary corrections.
- To enter the body side number(s) you have two options. You can enter each specific side number individually or you can enter a range of side numbers. The number of buses being ordered must equal the number of body side numbers.
 - To enter a single or a small number of body side numbers enter the number(s) in the Individual box and click + to add it to the list.

Body Side Number

From To

Individual

100 +

- To add a large number/range of numbers for the body side numbers enter the From (beginning) value and the To (end) value and click +. For example, if you are ordering 10 of the same Item that should have sequential Body Side Numbers of 101-110 you would enter the From Body Side Number of 101 and the To Body Side Number of 110 and click +.

Body Side Number

From To

Individual

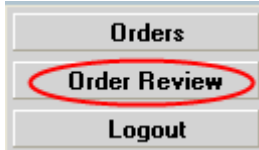
101 110 +

This will assign Body Side Numbers of 101, 102, 103, 104, 105, 106, 107, 108, 109, 110.

13. Enter any other options and/or comments and then click Save to Cart to return to the Order page. The available items on the order page have now been reduced to only show items from the same manufacturer. Repeat the steps starting with step 5 to add additional items to your cart.
14. You have the option of submitting your order or you can create a New Cart to begin another order for a different manufacturer and submit all orders at the same time. To start a new order click **New Cart** and repeat the steps above beginning with step 3.



Submit Order

15. To complete your order(s) click Order Review.





16. Enter the Order Tracking Number and click find.

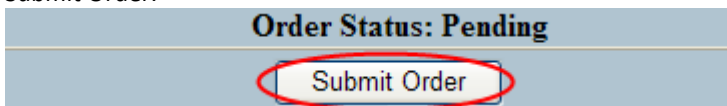
17. Review your order. To review the details of each bus in the order click the bus image.

Review	Delete	Bus Model	lettering	item_id	Side_Number	unit_price
		CUMMINS ISB, BLUEBIRD	Woodford County Schools	43	1	\$ 72,855.00
		CUMMINS ISB, BLUEBIRD	Woodford County Schools	43	2	\$ 72,855.00

18. To remove a bus from your order, select the delete box beside the bus. Your cart will automatically be updated.

Review	Delete	Bus Model	lettering	item_id	Side_Number	unit_price
		CUMMINS ISB, BLUEBIRD	Woodford County Schools	43	1	\$ 72,855.00
		CUMMINS ISB, BLUEBIRD	Woodford County Schools	43	2	\$ 72,855.00

19. After you have completed your review, you are ready to submit your order to KDE for review. Click on Submit Order.



20. You will receive an email notification that your order has been submitted for review. The Order Status will change from Pending to Submitted. You will receive email notifications and instructions as your order progresses.

Enter Order Tracking No.:	10-026	Find
Order Status: Submitted		
Your Bus Order has been submitted for Review. You will be contacted with further information		

21. If you have additional orders that need to be submitted begin with step 15 and repeat the steps necessary to submit your order.